



**OTCnet<sup>SM</sup>**  
*Deposits Made Simple*

## Chapter 9: Viewing Reports

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### **OTCnet Participant User Guide**

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# Audience, Overview and Topics

## Audience

The intended audience for the *Viewing Reports Participant User Guide* includes:

- All Deposit Processing Users (viewing various reports will depend on your level of access)

## Overview

Welcome to *Viewing Reports*. In this chapter, you will learn:

- The purpose of viewing reports
- The various types of reports you can access by role
- The types of Business, Security and Administration reports
- The detail each report provides and how to view and download those reports

## Topics

This chapter is organized by the following topics:

1. Viewing Reports
2. Reports by Access Type
3. Types of Business, Security and Administration Reports
4. Viewing Report Detail

## Topic 1. Viewing Reports

As a user or viewer of the Deposit Processing functionality, you may access one or more of the **Business Reports**, **Security Reports**, and/ or **Administration Reports**. You may need to view or download report for adjustment activity, user information, voucher status, or for any another reason. Each report provides you with information specific to the select type of data requested, associated with a deposit. Table 1 below outlines the purpose of each report type.

Table 1. Types of Reports and Purpose

Report	Purpose of Report
<b>Business</b>	Provides specific reporting detail for deposit and adjustment activity by type, status and processing options for Agencies and Financial Institutions
<b>Security</b>	Provides specific reporting detail for access groups and users for Agencies and Financial Institutions
<b>Administration</b>	Provides specific reporting detail for interfaces with CA\$HLINK, FRB CA\$HLINK and TRS, as well as detailed information about completed and in progress vouchers

## Topic 2. Reports by Access Type

Depending on your user role, you have permission to view certain reports. There are three types of reports that can be accessed. They include **Business Reports**, **Security Reports**, and **Administration Reports**. See Table 2 below for details.

Table 2. Reports by Access Type

	Federal Program Agency							Financial Institution/FRB as FI					
	Preparer	Approver	Accounting Specialist	Local Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	LSA	PLSA
<b>Business Reports</b>													
Adjustment Activity (FI)								•		•			
Adjustment Activity (FRB)									•		•		
Adjustments by OTC Endpoint	•	•			•								
Daily Voucher Report			•	•									
Deposit Activity (FI)								•		•			
Deposit Activity (FRB)									•		•		
Deposits By Accounting Code	•	•			•								
Deposits By Agency Endpoint	•	•			•								
Deposit History By Status (FPA)	•	•			•								
Non-Reporting Agency Endpoint	•	•	•	•	•								
Processing Options by Agency Endpoint			•	•									
<b>Security Reports</b>													
Access Groups by User						•	•					•	•
**Primary Access Groups without a PLSA													
Users by Access Group (FI)												•	•
Users by Access Group (FPA)						•	•						
Users by Role (FI)												•	•
Users by Role (FPA)						•	•						
User Information						•	•					•	•
<b>Admin. Reports/ Misc.</b>													
*Activity Report													
View CA\$HLINK II File Status								•		•			
View FRB CA\$HLINK File Status									•		•		
View TRS File Status								•	•	•	•		
View Vouchers Complete	•	•			•			•	•	•	•		
View Voucher Event Log	•	•			•			•	•	•	•		
View Voucher Event Detail	•	•			•			•	•	•	•		
View Vouchers In Progress	•	•			•			•	•	•	•		
View Voucher Event Log	•	•			•			•	•	•	•		
View Voucher Event Detail	•	•			•			•	•	•	•		
**Change Current State													
Acknowledge Error Resolution								•	•				

\*Indicates reports accessible at the FMS Viewer level

\*\*Indicates report detail accessible only at the HLAS user level

## Topic 3. Types of Business, Security, and Administration Reports

### Business Reports

If you are a **Deposit Preparer**, **Deposit Approver**, **Accounting Specialist**, **Local Accounting Specialist**, **Federal Program Agency (FPA) Viewer**, **Financial Institution (FI) Confirmer**, **Federal Reserve Bank (FRB) Confirmer**, **FI Viewer**, or **FRB Viewer**, you may access one or more of the reports listed in Table 3. To obtain specific details for which reports each role may view or download, please refer to Table 2 above.

Table 3. Business Reports and Purpose

Business Report	Purpose of Business Report
<b>Adjustment Activity (FI)</b>	Allows you to view adjustments made by your Financial Institution (FI).
<b>Adjustment Activity (FRB)</b>	Allows you view adjustments made by your Federal Reserve Bank (FRB).
<b>Adjustments by OTC Endpoints</b>	Allows you to view adjustments made by your Agency Location Code (ALC).
<b>Daily Voucher Report</b>	Allows you to view the daily voucher extract
<b>Deposit Activity (FI)</b>	Allows you to view deposits submitted to your FI.
<b>Deposit Activity (FRB)</b>	Allows you to view deposits submitted to your FRB.
<b>Deposits by Accounting Code</b>	Allows you to view deposits by accounting code.
<b>Deposits by OTC Endpoint</b>	Allows you to view deposits by OTC Endpoint.
<b>Deposit History by Status</b>	Allows you to view deposits by status
<b>Non-Reporting OTC Endpoints</b>	Allows you to view OTC Endpoints that have not reported a deposit.
<b>Processing Options by OTC Endpoints</b>	Allows you to view processing options defined for endpoints within the organization.



## Security Reports

If you are a **Agency Primary Security Administrator (PLSA)**, **Agency Local Security Administrator (LSA)**, **FI/FRB PLSA** or **FI/FRB LSA**, you may access one or more of the reports listed in Table 4. To obtain specific details for which reports each role may view or download, refer to Table 2 above.

Table 4. Security Reports and Purpose

Security Report	Purpose of Security Report
<b>Access Groups by Users</b>	Allows you to view access groups assigned to a user.
<b>Users by Access Group (FI)</b>	Allows you to view users by Financial Institution.
<b>Users by Access Group (FPA)</b>	Allows you to view users by OTC Endpoint.
<b>User Information</b>	Allows that you to view a user's contact information.
<b>Users by Role (FI)</b>	Allows you to view users by role for your Financial Institution.
<b>Users by Role (FPA)</b>	Allows you to view users by role for your OTC Endpoint.

## Administration Reports

If you are a **Deposit Preparer**, **Deposit Approver**, **FPA Viewer**, **FI Confirmer**, **FRB Confirmer**, **FI Viewer**, or **FRB Viewer**, you may access one or more of the reports listed in Table 5. To obtain specific details for which reports each role may view or download, refer to Table 2.

Table 5. Administration Reports and Purpose

Administration Report	Purpose of Administration Report
<b>*Activity Report</b>	Allows a user to view the total number of organizations created in a month and/or year as well as total number of deposits by status and adjustment activity by month and/or year.
<b>View CA\$HLINK II File Status</b>	Allows you to view status of deposit report files that have been processed by CA\$HLINK II or are ready for CA\$HLINK II to process.
<b>View FRB CA\$HLINK File Status</b>	Allows you to view the status of deposit files that have been sent to FRB CA\$HLINK.
<b>View TRS File Status</b>	The status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.

\* Indicates report that only an FMS Viewer user role may access

<b>Administration Report <i>Cont'd</i></b>	<b>Purpose of Administration Report <i>Cont'd</i></b>
<b>View Vouchers Completed</b>	Allows you to view the status of deposit and adjustment vouchers that have completed processed through the FI System To System Interface in the past 36 hours.
<b>View Vouchers in Progress</b>	Allows you to view the status of deposit and adjustment vouchers in progress.

## Topic 4. Viewing Report Detail

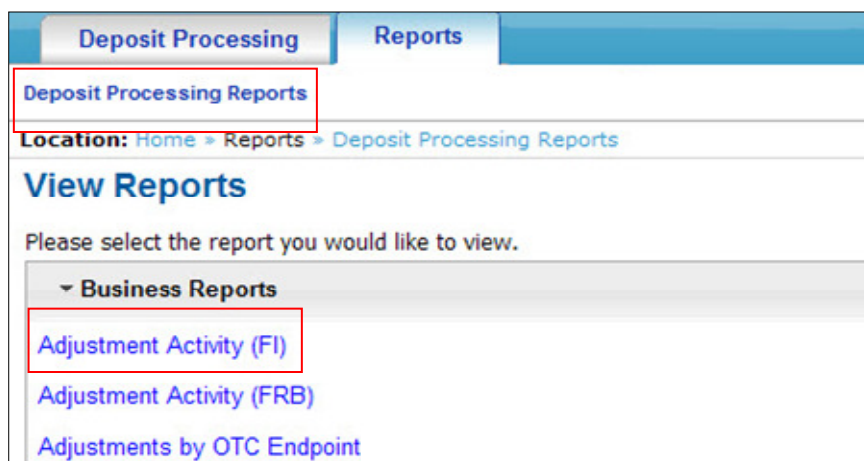
### Business Reports

This section will provide you with detail of how to view and download **Business Reports**. There are 11 **Business Reports** you may choose to view. To print **Business Reports** after downloading, right-click using a mouse, and click the **Print** option.

#### Adjustment Activity (FI)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Adjustment Activity (FI)**. See Figure 1 below.

Figure 1. Select Adjustment Activity (FI) from Reports Menu



2. The *Adjustment Activity (FI)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 2 below for search criteria.

Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**, **Original Date**, and **Deposit Date**.

- Select the **Adjustment Type**, *required*
- Select the **Adjustment Reason**
- Enter the **From:** and **To:** Voucher Date range
- Enter the **From:** and **To:** Original Date of Deposit range
- Enter the **ALC** (Agency Location Code)
- Enter the **RTN** (Routing Transit Number)
- Enter the **DDA** (Demand Deposit Account)
- Enter the **From:** and **To:** Adjustment Amount range
- Enter the **From:** and **To:** Deposit Date range
- Enter the **CAN** (CASHLINK II Account Number)
- Enter the **CASHLINK II Trace #**
- Select the **Report Format**

For **Report with Children**, the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 2. Adjustments Activity (FI) Page

The screenshot displays the 'Adjustment Activity (FI)' page. At the top, a red box highlights the instruction: 'Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report. \* Denotes required fields.' Below this, the form is organized into several sections:

- Adjustment Type:** A dropdown menu with 'Select...' as the current selection.
- Adjustment Reason:** A dropdown menu with 'Select...' as the current selection.
- Voucher Date:** Fields for 'From:' and 'To:' with calendar icons.
- Original Date of Deposit:** Fields for 'From:' and 'To:' with calendar icons.
- ALC:** A text input field.
- RTN:** A text input field.
- DDA:** A text input field.
- Adjustment Amount:** Fields for 'From:' and 'To:' with dollar sign prefixes.
- Deposit Date:** Fields for 'From:' and 'To:' with calendar icons.
- CAN:** A text input field.
- CASHLINK II Trace#:** A text input field.
- Report Format:** A dropdown menu with 'HTML' selected.
- Report With Children:** Radio buttons for 'Yes' (selected) and 'No'.
- Legend:** 'CHK' denotes check capture Endpoint, 'TGA' denotes...
- Organization Hierarchy:** A section with a red box highlighting 'Contract All' and 'ALL - All OTC Endpoints' with a lock icon.

- Click an **OTC Endpoint** to initiate the report (see Figure 2 above). The report appears in a new window as shown in Figure 3.

**Figure 3. Adjustments Activity (FI) Report Output**

Adjustment Activity (FI)									
Generated: 07/14/2010 2:08:48 PM ET									
Selected Adjustment Type: ALL									
Selected Adjustment Reason: ALL									
Selected Organization Endpoint: All									
Selected Deposit Date Range: 04/14/2009 - 07/14/2010									
Voucher #	Adjustment Type	Voucher Date	ALC	Deposit Date	Create Date	CAN	CL II Trace #	Original Deposit #	Voucher Amount
RTN: 011111111									
DDA #: 45684565									
<a href="#">008941</a>	Debit	08/20/2009	00004603	08/20/2009	08/20/2009	001042		139602	(\$20.00)
RTN: 021345786									
DDA #: 23423411									
<a href="#">009198</a>	Returned Item	11/05/2009	97200012	11/05/2009	11/05/2009	005751			(\$2.00)
<a href="#">009216</a>	Returned Item	11/06/2009	97200012	11/06/2009	11/06/2009	005751			(\$1.00)
<a href="#">009236</a>	Returned Item	11/11/2009	97200012	11/11/2009	11/16/2009	005751			(\$200.00)
<a href="#">009237</a>	Returned Item	11/10/2009	97200012	11/10/2009	11/16/2009	005751			(\$200.00)



## View Business Reports: Adjustment Activity (FI)

To view adjustment activity (FI) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Adjustment Activity (FI)**. The *Adjustment Activity (FI)* page appears.
4. Enter the search criteria you would like to view.
  - Select the **Adjustment Type**, *required*
  - Select the **Adjustment Reason**
  - Enter the **From:** and **To:** Voucher Date range
  - Enter the **From:** and **To:** Original Date of Deposit range
  - Enter the **ALC** (Agency Location Code)
  - Enter the **RTN** (Routing Transit Number)
  - Enter the **DDA** (Demand Deposit Account)
  - Enter the **From:** and **To:** Adjustment Amount range
  - Enter the **From:** and **To:** Deposit Date range
  - Enter the **CAN** (CA\$HLINK II Account Number)
  - Enter the **CA\$HLINK II Trace #**
  - Select the **Report Format**



### Application Tip

The date range for **Voucher Date**, **Original Date**, and **Deposit Date** cannot exceed 15 months.



### Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.





**Application Tip**

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.



**Application Tip**

**TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock  denotes access permission; and a closed lock  denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.



**Application Tip**

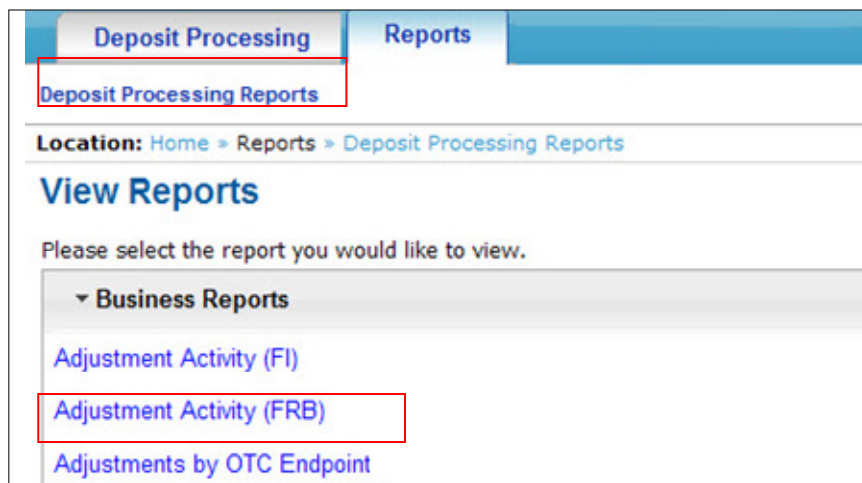
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

## Adjustment Activity (FRB)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Adjustment Activity (FRB)**. See Figure 4 below.

Figure 4. Select Adjustment Activity (FRB) from Reports Menu



2. The *Adjustment Activity (FRB)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 5 below for search criteria.

Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**, **Original Date**, and **Deposit Date**.

- Select the **Adjustment Type**, *required*
- Select the **Adjustment Reason**
- Enter the **From:** and **To:** Voucher Date range
- Enter the **From:** and **To:** Original Date of Deposit range
- Enter the **ALC** (Agency Location Code)
- Enter the **RTN** (Routing Transit Number)
- Enter the **From:** and **To:** Adjustment Amount range
- Enter the **From:** and **To:** Deposit Date range
- Enter the **Account Key**
- Enter the **CCWU** (Cost Center Work Unit)
- Select the **Report Format**



For **Report with Children**, the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

**Figure 5. Adjustments Activity (FRB) Page**

3. Click an **OTC Endpoint** to initiate the report (refer to Figure 5 above). The report appears in a new window as shown in Figure 6.

**Figure 6. Adjustments Activity (FRB) Report Output**

Adjustment Activity (FRB)									
Generated: 07/14/2010 2:02:54 PM ET									
Selected Adjustment Type: ALL									
Selected Organization Endpoint: All									
Selected Organization ID: ALL									
Selected Deposit Date Range: 04/14/2009 - 07/14/2010									
Voucher#	Adjustment Type	Voucher Date	ALC	Deposit Date	Created Date	Acct Key	CCWU #	Original Deposit #	Voucher Amount
<a href="#">009358</a>	Debit	01/08/2010	00004609	01/08/2010	01/08/2010	275	2242	140663	(\$10.00)
RTN: 055288071									
<a href="#">009137</a>	Returned Item	10/29/2009	20181201	10/29/2009	10/29/2009	234	9878		(\$800.00)



## View Business Reports: Adjustment Activity (FRB)

To view adjustment activity (FRB) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Adjustment Activity (FRB)**. The *Adjustment Activity (FRB)* page appears.
4. Enter the search criteria you would like to view.
  - Select the **Adjustment Type**, *required*
  - Select the **Adjustment Reason**
  - Enter the **From:** and **To:** Voucher Date range
  - Enter the **From:** and **To:** Original Date of Deposit range
  - Enter the **ALC** (Agency Location Code)
  - Enter the **RTN** (Routing Transit Number)
  - Enter the **From:** and **To:** Adjustment Amount range
  - Enter the **From:** and **To:** Deposit Date range
  - Enter the **Account Key**
  - Enter the **CCWU** (Cost Center Work Unit)
  - Select the **Report Format**



### Application Tip

The date range for **Voucher Date**, **Original Date**, and **Deposit Date** cannot exceed 15 months.



### Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.





**Application Tip**

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.



**Application Tip**

**TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock  denotes access permission; and a closed lock  denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.



**Application Tip**

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

## Adjustments by OTC Endpoint

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Adjustments by OTC Endpoint**. See Figure 7 below.

Figure 7. Select Adjustments by OTC Endpoint from Reports Menu



2. The *Adjustments by OTC Endpoint* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 8 below for search criteria.

Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**.

- Select the **Organization**, *required*
- Select the **Adjustment Type**
- Enter the **ALC** (Agency Location Code)
- Enter the **From:** and **To:** Adjustment Date range
- Enter the **From:** and **To:** Deposit Date range
- Enter the **From:** and **To:** Adjustment Amount range
- Select the **Report Format**

For **Report with Children**, the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 8. Adjustments by OTC Endpoint Page

3. Click an **OTC Endpoint** to initiate the report (refer to Figure 8 above). The report appears in a new window as shown in Figure 9.

Figure 9. Adjustments by OTC Endpoint Report Output

Adjustments by OTC Endpoint					
Generated: 07/14/2010 2:16:02 PM ET					
Selected Adjustment Type: Credit					
Selected Deposit OTC Endpoint: ALL					
Selected ALC: ALL					
Selected Deposit Date Range: 04/14/2009 - 07/14/2010					
Financial Institution	Adjust Date	Deposit Date	Voucher Date	Voucher #	Adjustment Amount
Highest Level : TWAI Test Agency					
Level 1 : TWAI Level 2					
Level 2 : TWAI Level 3					
ALC: 99991112					
Adjustment Type: Credit					
Bank of America	07/27/2009	07/27/2009	07/27/2009	139499	\$0.01
Total:					\$0.01



## View Business Reports: Adjustments by OTC Endpoint

To view adjustments by OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Adjustments by OTC Endpoint**. The *Adjustments by OTC Endpoint* page appears.
4. Enter the search criteria you would like to view.
  - Select the **Organization**, *required*
  - Select the **Adjustment Type**, *required*
  - Select the **ALC** (Agency Location Code)
  - Enter the **From:** and **To:** Adjustment Date range
  - Enter the **From:** and **To:** Deposit Date range
  - Enter the **From:** and **To:** Adjustment Amount range
  - Select the **Report Format**



### Application Tip

The date range for **Voucher Date** cannot exceed 15 months.



### Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.



5. Select **Yes** or **No** for **Report With Children**.



### Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

**Application Tip**

**TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock  denotes access permission; and a closed lock  denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

**Application Tip**

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

## Daily Voucher Report

1. Click the **Reports** tab and click **Deposit Processing Report**. The *View Reports* page appears. Under **Business Reports**, click **Daily Voucher Report**. See Figure 10 below.

Figure 10. Select Daily Voucher Report from Reports Menu

The screenshot shows a web interface with two tabs: 'Deposit Processing' and 'Reports'. The 'Reports' tab is active. Below the tabs, there is a breadcrumb trail: 'Location: Home » Reports » Deposit Processing Reports'. The main heading is 'View Reports'. Below this, it says 'Please select the report you would like to view.' There is a dropdown menu labeled 'Business Reports' which is expanded, showing a list of reports: 'Adjustment Activity (FI)', 'Adjustment Activity (FRB)', 'Adjustments by OTC Endpoint', 'Daily Voucher Report' (highlighted with a red box), 'Deposit Activity (FI)', and 'Deposit Activity (FRB)'.

2. The *Daily Voucher Report* page appears. Enter the search criteria you would like to view. See Figure 11 below for search criteria.
  - Select the **OTC Endpoint**, *required*
  - Select the **Date Confirmed by Financial Institution** or **Date of Deposit**, *required*
  - Enter the date range for the date the deposit was confirmed by FI or Date of Deposit

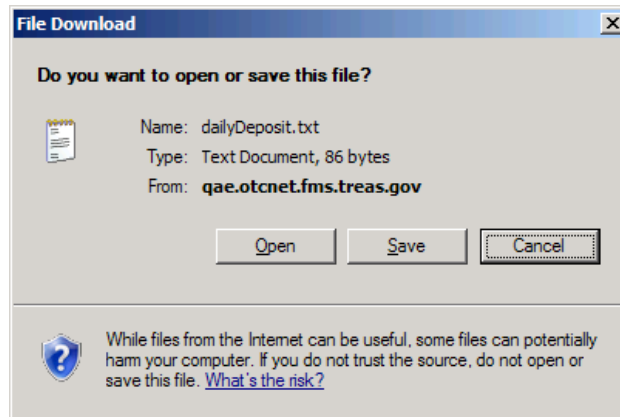
Figure 11. Daily Voucher Report Page

The screenshot shows the 'Daily Voucher Report' page. It has a heading 'Daily Voucher Report' and a sub-heading 'Select the Organization and specify either the Date Confirmed or the Date of Deposit for information you would like to view.' Below this, there is a note: '\* Denotes required fields.' There are two required fields: 'OTC Endpoint:' with a dropdown menu showing 'Select...' and 'Date Type:' with a radio button. The 'Date Type:' radio button is selected, and it has two options: 'Date Confirmed by Financial Institution' and 'Date of Deposit'. Below these fields, there is a note: 'Note: The date entered for Date Confirmed by Financial Institution will return all original deposit vouchers confirmed by the Financial Institution on the calendar date requested AND The date entered for Date of Deposit will return all deposits and adjustments for the specified date of deposit.' At the bottom right, there are three buttons: 'Clear', 'Cancel', and 'Submit' (highlighted with a red box).



3. Click **Submit**. The *File Download* dialog box appears (see Figure 12 below). Click **Open**, **Save** or **Cancel**.

Figure 12. File Download Dialog Box





## View Business Reports: Daily Voucher Report

To view a daily voucher report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Daily Voucher Report**. The *Daily Voucher Report* page appears.
4. Enter the search criteria you would like to view.
  - Select the **OTC Endpoint**, *required*
  - Select the **Date Confirmed by Financial Institution** or **Date of Deposit**, *required*
  - Enter the date range for the date the deposit was confirmed by FI or Date of Deposit
5. Click **Submit**. The *File Download* dialog box appears.
6. Click **Open**, **Save**, or **Cancel**.



### Application Tip

If you click **Open**, the content of the file displays. If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, the content does not display.



### Application Tip

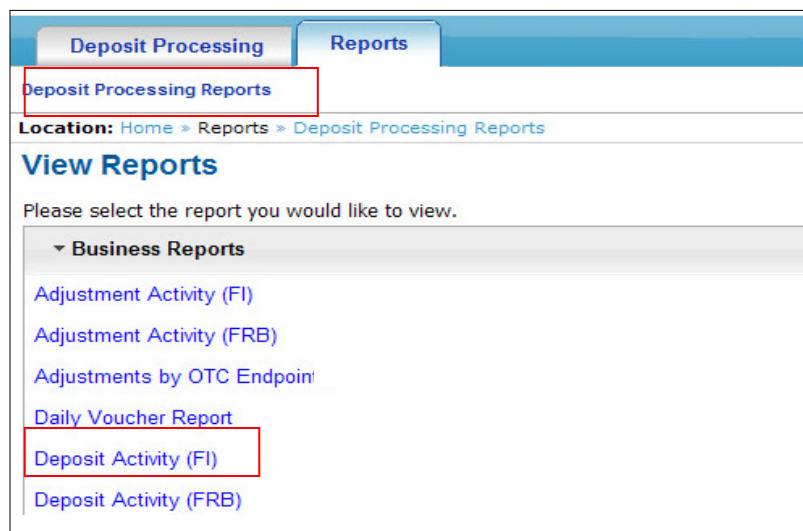
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

## Deposit Activity (FI)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposit Activity (FI)**. See Figure 13 below.

Figure 13. Select Deposit Activity (FI) from Reports Menu



2. The *Deposit Activity (FI)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 14 below for search criteria.
  - Select the **Status**, *required*
  - Select the **Voucher Type**
  - Enter the **From:** and **To:** Status Date range
  - Enter the **From:** and **To:** Voucher Date range
  - Enter the **ALC** (Agency Location Code)
  - Enter the **RTN** (Routing Transit Number)
  - Enter the **DDA** (Demand Deposit Account)
  - Enter the **From:** and **To:** Deposit Total range
  - Enter the **From:** and **To:** Deposit Date range
  - Enter the **CAN** (CASHLINK II Account Number)
  - Enter the **CASHLINK II Trace #**
  - Select the **Report Format**

For **Report with Children**, the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 14. Deposit Activity (FI) Page

**Deposit Activity (FI)**

Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.  
Denotes required fields.

<b>Status:</b> * Select... <b>Voucher Type:</b> Select... <b>Status Date</b> From: <input type="text"/> To: <input type="text"/> <b>Voucher Date</b> From: <input type="text"/> To: <input type="text"/> ALC: RTN: DDA:	<b>Deposit Total</b> From: \$ To: \$ <b>Deposit Date</b> From: <input type="text"/> To: <input type="text"/> CAN: CASHLINK II Trace#: Report Format: HTML Report With Children: <input checked="" type="radio"/> Yes <input type="radio"/> No TGA denotes OTC Endpoint    denotes access permission    denotes no acc <b>Organization Hierarchy</b> Contract All ALL - All OTC Endpoints
---	---

- Click an **OTC Endpoint** to initiate the report (refer to Figure 14 above). The report appears in a new window as shown in Figure 15.

Figure 15. Deposit Activity (FI) Report Output

Deposit Activity (FI)									
Generated: 07/14/2010 2:47:44PM ET									
Selected Voucher Type: FmCheck									
Selected Voucher Date Range: 04/14/2009 - 07/14/2010									
Selected Organization Endpoint: ALL									
Status	Voucher Type	Voucher #	Voucher Date	ALC	Deposit Date	Status Date	CAN	CL II Trace #	Voucher Amount
RTN: 011900445									
DDA #: 88888888									
Submitted	Foreign Check	<a href="#">140243</a>	11/10/2009	45010001		11/10/2009			



## View Business Reports: Deposit Activity (FI)

To view a deposit activity (FI) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposit Activity (FI)**. The *Deposit Activity (FI)* page appears.
4. Enter the search criteria you would like to view.
  - Select the **Status**, *required*
  - Select the **Voucher Type**
  - Enter the **From:** and **To:** Status Date range
  - Enter the **From:** and **To:** Voucher Date range
  - Enter the **ALC** (Agency Location Code)
  - Enter the **RTN** (Routing Transit Number)
  - Enter the **DDA** (Demand Deposit Account)
  - Enter the **From:** and **To:** Deposit Total range
  - Enter the **From:** and **To:** Deposit Date range
  - Enter the **CAN** (CA\$HLINK II Account Number)
  - Enter the **CA\$HLINK II Trace #**
  - Select the **Report Format**



### Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.



5. Select **Yes** or **No** for **Report With Children**.



### Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

**Application Tip**

**TGA** denotes an OTC Endpoint; an open lock  denotes access permission; and a closed lock  denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

**Application Tip**

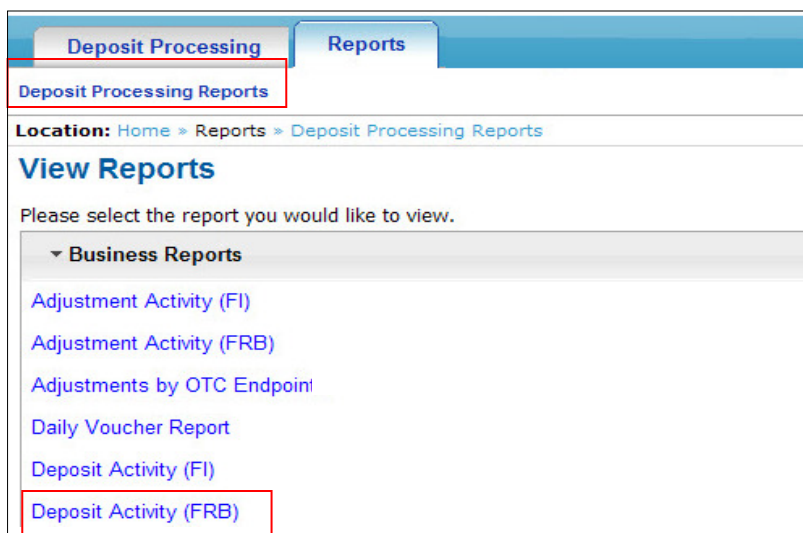
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

## Deposit Activity (FRB)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposit Activity (FRB)**. See Figure 16 below.

Figure 16. Select Deposit Activity (FRB) from Reports Menu



2. The *Deposit Activity (FRB)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 17 below for search criteria.
  - Select the **Status**, *required*
  - Select the **Voucher Type**
  - Enter the **From:** and **To:** Status Date range
  - Enter the **From:** and **To:** Voucher Date range
  - Enter the **ALC** (Agency Location Code)
  - Enter the **RTN** (Routing Transit Number)
  - Enter the **From:** and **To:** Deposit Total range
  - Enter the **From:** and **To:** Deposit Date range
  - Enter the **Account Key**
  - Enter the **CCWU** (Cost Center Work Unit)
  - Select the **Report Format**

For **Report with Children**, the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 17. Deposit Activity (FRB) Page

**Deposit Activity (FRB)**

Enter your search criteria and select an OTC Endpoint hyperlink to initiate report.  
\* Denotes required fields.

<b>Status:</b> (Select...)	<b>Deposit Date</b> From: <input type="text"/> To: <input type="text"/>
<b>Voucher Type:</b> (Select...)	<b>Deposit Total</b> From: <input type="text"/> To: <input type="text"/>
<b>Status Date</b> From: <input type="text"/> To: <input type="text"/>	<b>Deposit Date</b> From: <input type="text"/> To: <input type="text"/>
<b>Voucher Date</b> From: <input type="text"/> To: <input type="text"/>	<b>Account Key:</b> (Select...)
<b>ALC:</b> <input type="text"/>	<b>CCWU#:</b> <input type="text"/>
<b>RTN:</b> <input type="text"/>	<b>Report Format:</b> HTML
<b>Deposit Total</b> From: <input type="text"/> To: <input type="text"/>	<b>Report With Children:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
*CHK denotes check capture Endpoint    *TGA denotes OTC Endpoint	
<b>Organization Hierarchy</b> Contract All ALL - All OTC Endpoints	

- Click an **OTC Endpoint** to initiate the report (refer to Figure 17 above). The report appears in a new window as shown in Figure 18.

Figure 18. Deposit Activity (FRB) Report Output

Deposit Activity (FRB)									
Generated: 07/14/2010 2:54:21PM ET									
Selected Status: All									
Selected Voucher Date Range: 04/14/2009 - 07/14/2010									
Status	Voucher Type	Voucher #	Voucher Date	ALC	Deposit Date	Status Date	Acct Key	Cost Center Work Unit #	Voucher Amount
RTN:	011000015								
Submitted	USCurrency	139929	11/02/2009	00000303		11/02/2009			\$111.00
Confirmed	USCurrency	140265	11/11/2009	00000303	11/11/2009	11/11/2009	275 1234		\$100.00
Confirmed	USCurrency	140363	11/23/2009	00000303	11/23/2009	11/23/2009	275 1234		\$100.00
Submitted	USCurrency	140423	12/02/2009	00000303		12/02/2009			\$10.00
Submitted	USCurrency	140744	01/14/2010	00000303		01/14/2010			\$40.00





## View Business Reports: Deposit Activity (FRB)

To view a deposit activity (FRB) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposit Activity (FRB)**. The *Deposit Activity (FRB)* page appears.
4. Enter the search criteria you would like to view.
  - Select the **Status**, *required*
  - Select the **Voucher Type**
  - Enter the **From:** and **To:** Status Date range
  - Enter the **From:** and **To:** Voucher Date range
  - Enter the **ALC** (Agency Location Code)
  - Enter the **RTN** (Routing Transit Number)
  - Enter the **From:** and **To:** Deposit Total range
  - Enter the **From:** and **To:** Deposit Date range
  - Enter the **Account Key**
  - Enter the **CCWU** (Cost Center Work Unit)
  - Select the **Report Format**



### Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.



5. Select **Yes** or **No** for **Report With Children**.



### Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

**Application Tip**

**TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock  denotes access permission; and a closed lock  denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

**Application Tip**

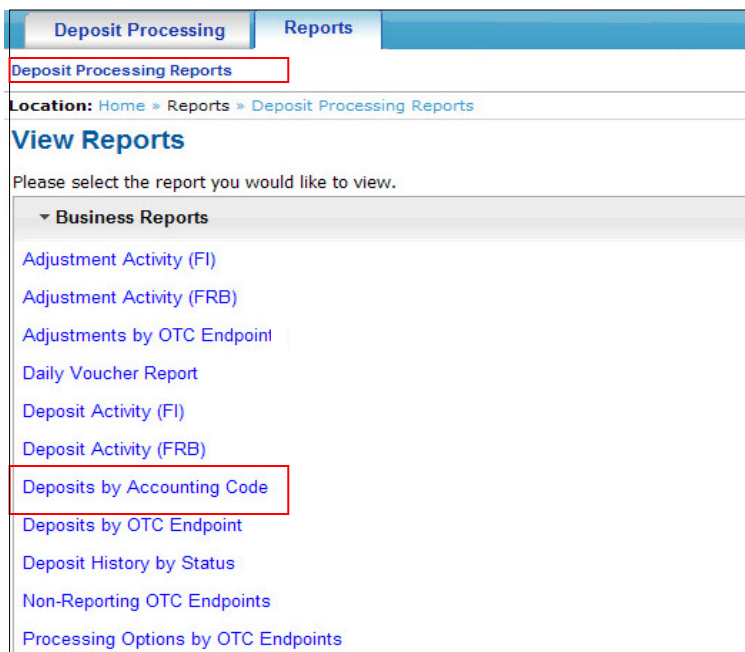
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

## Deposits by Accounting Code

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposits by Accounting Code**. See Figure 19 below.

Figure 19. Select Deposits by Accounting Code from Reports Menu



2. The *Deposits by Accounting Code* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 20 below for search criteria.

Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**.

- Select the **Organization**, *required*
- Select the **ALC** (Agency Location Code)
- Select the **Accounting Code**, *required*
- Enter the **From:** and **To:** Voucher Date range
- Enter the **From:** and **To:** Deposit Total range
- Select the **Report Format**

For **Report with Children**, the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 20. Deposits by Accounting Code Page

3. Click an **OTC Endpoint** to initiate the report (refer to Figure 20 above). The report appears in a new window as shown in Figure 21.

Figure 21. Deposits by Accounting Code Report Output

Deposits by Accounting Code				
Generated: 04/27/2010 6:20:31PM ET				
Selected OTC Endpoint: Agencies Using Commercial Fis				
Selected Accounting Code: 70X5088.1				
Selected ALC: 00002032				
Selected Voucher Date Range: 01/01/2008 - 01/01/2009				
Selected Deposit Total Range: 1.00 - 10000.00				
		OTC Endpoint	Voucher #	Accounting Code
			Date	Amount
Accounting Code: 70X5088.1 Description: Examination Fees				
ALC: 00002032-Agencies Using Commercial Fis				
		Level 3C Agency-FI KeyBank	131283	10/23/2008 \$8,888.00
		Level 3C Agency-FI KeyBank	131284	10/23/2008 \$8,888.00
		Level 3C Agency-FI KeyBank	131285	10/23/2008 \$8,888.00
		Level 3C Agency-FI KeyBank	131286	10/23/2008 \$8,888.00
ALC: 00002032 Sub-Total:				\$35,552.00
Accounting code - Total:				\$35,552.00



## View Business Reports: Deposits by Accounting Code

To view a deposit by accounting code report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposits by Accounting Code**. The *Deposits by Accounting Code* page appears.
4. Enter the search criteria you would like to view.
  - Select the **Organization**, *required*
  - Select the **ALC** (Agency Location Code)
  - Select the **Account Code**, *required*
  - Enter the **From:** and **To:** Voucher Date range
  - Enter the **From:** and **To:** Deposit Total range
  - Select the **Report Format**



### Application Tip

The date range for **Voucher Date** cannot exceed 15 months.



### Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.



5. Select **Yes** or **No** for **Report With Children**.



### Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

**Application Tip**

**TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock  denotes access permission; and a closed lock  denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

**Application Tip**

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

## Deposits by OTC Endpoint

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposits by OTC Endpoint**. See Figure 22 below.

Figure 22. Select Deposits by OTC Endpoint from Reports Menu

The screenshot shows a web interface with two tabs: 'Deposit Processing' and 'Reports'. The 'Reports' tab is active. Below the tabs, there is a link 'Deposit Processing Reports' which is highlighted with a red box. Below this, a breadcrumb trail reads 'Location: Home » Reports » Deposit Processing Reports'. The main heading is 'View Reports'. Below the heading, it says 'Please select the report you would like to view.' There is a dropdown menu labeled 'Business Reports' which is expanded, showing a list of report options. The option 'Deposits by OTC Endpoint' is highlighted with a red box. Other options in the list include 'Adjustment Activity (FI)', 'Adjustment Activity (FRB)', 'Adjustments by OTC Endpoint', 'Daily Voucher Report', 'Deposit Activity (FI)', 'Deposit Activity (FRB)', 'Deposits by Accounting Code', 'Deposit History by Status', 'Non-Reporting OTC Endpoints', and 'Processing Options by OTC Endpoints'.

2. The *Deposits by OTC Endpoint* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 23 below for search criteria.

Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**.

- Select the **Organization**, *required*
- Select the **ALC** (Agency Location Code)
- Enter the **From:** and **To:** Voucher Date range
- Enter the **From:** and **To:** Deposit Total range
- Select the **Report Format**

For **Report with Children**, the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

**Figure 23. Deposits by OTC Endpoint Page**

3. Click an **OTC Endpoint** to initiate the report (refer to Figure 23 above). The report appears in a new window as shown in Figure 24.

**Figure 24. Deposits by OTC Endpoint Report Output**

Deposit by OTC Endpoint					
Generated: 07/14/2010 3:45:51PM ET					
Selected Deposit OTC Endpoint: ALL					
Selected Voucher Date Range: 04/14/2009 - 07/14/2010					
	Status Date	Voucher Date	Voucher#	Voucher Type	Deposit Amount
Highest Level :					
Level 1 :		VICE			
Level 2 :		ALC:			
Status Code: SUBMITTED					
	03/12/2010		141083	USCurrency	\$100.00
				Total:	\$100.00





## View Business Reports: Deposits by OTC Endpoint

To view a deposit by OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposits by OTC Endpoint**. The *Deposits by OTC Endpoint* page appears.
4. Enter the search criteria you would like to view.
  - Select the **Organization**, *required*
  - Select the **ALC** (Agency Location Code)
  - Enter the **From:** and **To:** Voucher Date range
  - Enter the **From:** and **To:** Deposit Total range
  - Select the **Report Format**



### Application Tip

The date range for **Voucher Date** cannot exceed 15 months.



### Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.



5. Select **Yes** or **No** for **Report With Children**.



### Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

**Application Tip**

**TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock  denotes access permission; and a closed lock  denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

**Application Tip**

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

## Deposit History by Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposit History by Status**. See Figure 25 below.

Figure 25. Select Deposit History by Status from Reports Menu

The screenshot shows a web application interface. At the top, there are two tabs: 'Deposit Processing' and 'Reports'. The 'Reports' tab is selected. Below the tabs, there is a link 'Deposit Processing Reports' which is highlighted with a red box. Below this, a breadcrumb trail reads 'Location: Home » Reports » Deposit Processing Reports'. The main heading is 'View Reports'. Below the heading, a message says 'Please select the report you would like to view.' There is a section titled 'Business Reports' with a dropdown arrow. Under this section, a list of reports is displayed: 'Adjustment Activity (FI)', 'Adjustment Activity (FRB)', 'Adjustments by OTC Endpoint', 'Daily Voucher Report', 'Deposit Activity (FI)', 'Deposit Activity (FRB)', 'Deposits by Accounting Code', 'Deposits by OTC Endpoint', 'Deposit History by Status' (highlighted with a red box), 'Non-Reporting OTC Endpoints', and 'Processing Options by OTC Endpoints'.

3. The *Deposit History by Status* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 26 below for search criteria.
  - Select the **Organization**, *required*
  - Select the **ALC** (Agency Location Code)
  - Select the **Status**, *required*
  - Enter the **From:** and **To:** Status Date range
  - Enter the **From:** and **To:** Deposit Total range
  - Select the **Report Format**

For **Report with Children**, the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 26. Deposit History by Status Page

**Deposit History by Status**

Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.  
\* Denotes required fields.

Organization: \*  
b test - b test

ALC: \*  
Select...

Status: \*  
Select...

Status Date  
From:   
To:

Deposit Total  
From: \$   
To: \$

Report Format:  
HTML

Report With Children:  
☒ Yes ☐ No

CHK denotes check capture Endpoint TGA denotes OTC Endpoint M denotes mapped

Organization Hierarchy  
Expand All / Contract All  
b test - b test

3. Click an **OTC Endpoint** to initiate the report (refer to Figure 26 above). The report appears in a new window as shown in Figure 27.

Figure 27. Deposits by OTC Endpoint Report Output

Deposits by OTC Endpoint					
Generated: 08/20/2010 12:03:39 PM ET					
Selected OTC Endpoint: Customs and Border Protection					
Selected Voucher Date Range: 05/20/2009 - 08/20/2010					
<hr/>					
Status <u>Date</u>	Voucher <u>Date</u>	<u>Voucher#</u>	<u>Voucher Type</u>	<u>Deposit Amount</u>	
Highest Level : Customs and Border Protection					
Level 1 : Office of Finance					
Level 2 : Revenue Division, Indianapolis					
Level 3 : OF-Washington, DC					
ALC: 70050099					
Status Code: SUBMITTED					
<hr/>					
04/01/2010		<a href="#">100023</a>	USCurrency		\$10.00
				Total:	\$10.00
<hr/>					
Over the Counter Channel Application (OTCnet)					
Page 1 of 1					



## View Business Reports: Deposit History by Status

To view a deposit history by status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposit History by Status**. The *Deposit History by Status* page appears.
4. Enter the search criteria you would like to view.
  - Select the **Organization**, *required*
  - Select the **ALC** (Agency Location Code)
  - Select the **Status**, *required*
  - Enter the **From:** and **To:** Status Date range
  - Enter the **From:** and **To:** Deposit Total range
  - Select the **Report Format**



### Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.





### Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.



### Application Tip

**TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock  denotes access permission; and a closed lock  denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

**Application Tip**

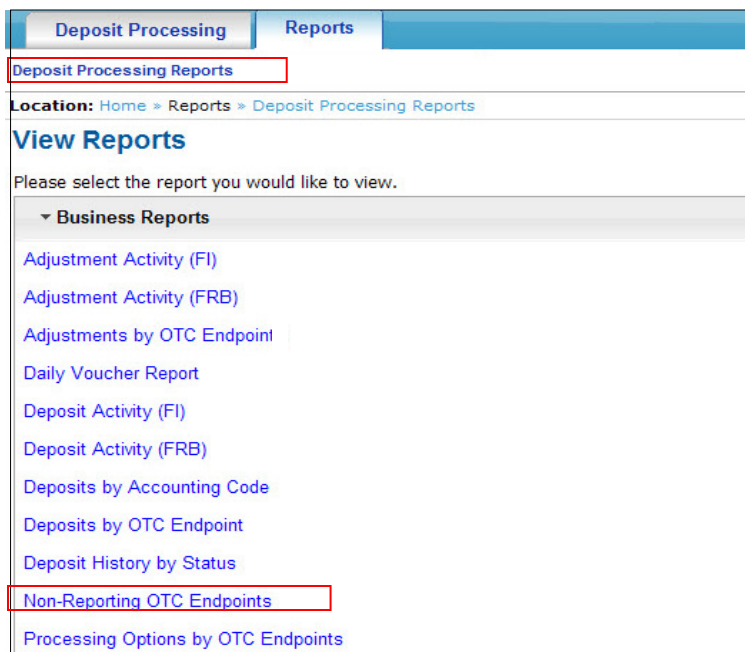
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

## Non-Reporting OTC Endpoints

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Non-Reporting OTC Endpoints**. See Figure 28 below.

Figure 28. Non-Reporting OTC Endpoints from Reports Menu



2. The *Non-Reporting OTC Endpoints* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 29 below for search criteria.

Under search criteria, you cannot exceed 15 months for the date range for **Deposit Date**.

- Enter the **From:** and **To:** Deposit Date range
- Select the **Report Format**

For **Report with Children**, the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 29. Non-Reporting OTC Endpoints Page

**Non-Reporting OTC Endpoints**

Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.

Deposit Date

From:

To:

Report Format:

Report With Children: ☒ Yes ☐ No

**CHK** denotes check capture Endpoint    **TGA** denotes OTC Endpoint    **M d**

Organization Hierarchy

[Contract All](#)

☒ ALL - All OTC Endpoints

3. Click an **OTC Endpoint** to initiate the report (refer to Figure 29 above). The report appears in a new window as shown in Figure 30.

Figure 30. Non-Reporting OTC Endpoints Report Output

Non-Reporting OTC Endpoints	
Generated: 07/15/2010 3:30:18PM ET	
Selected Deposit Date Range: 04/15/2009 - 07/15/2010	
Selected OTC Endpoint: Internal Revenue Service	
04/15/2009	OTC Endpoint
Highest Level	Internal Revenue Service
	Andover
	Atlanta





## View Business Reports: Non-Reporting OTC Endpoints

To view a non-reporting OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Non-Reporting OTC Endpoints**. The *Non-Reporting OTC Endpoints* page appears.
4. Enter the search criteria you would like to view.
  - Enter the **From:** and **To:** Deposit Date range
  - Select a **Report Format**



### Application Tip

The date range for **Deposit Date** cannot exceed 15 months.



### Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.





### Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.



### Application Tip

**TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock  denotes access permission; and a closed lock  denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

**Application Tip**

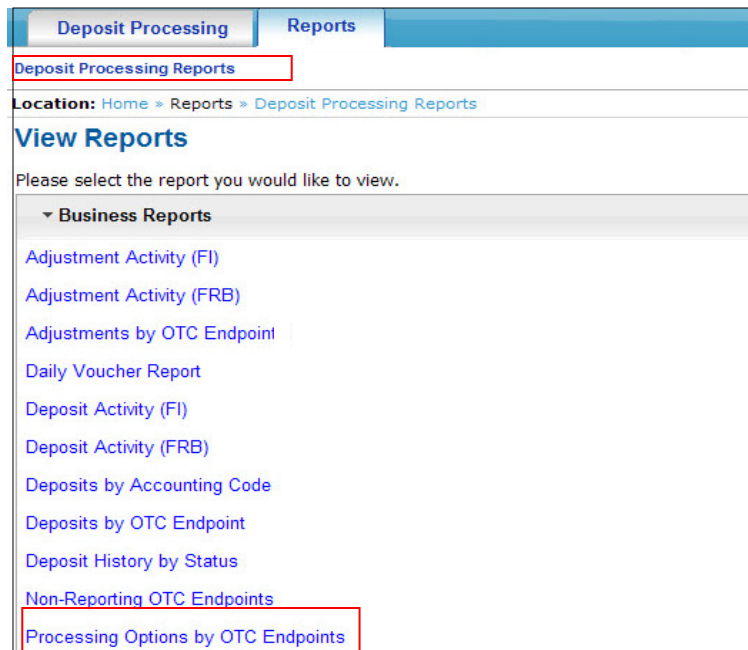
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

## Processing Options by OTC Endpoints

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Processing Options by OTC Endpoints**. See Figure 31 below.

Figure 31. Processing Options by OTC Endpoints from Reports Menu



2. The *Processing Options by OTC Endpoints* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 32 below for search criteria.
  - Enter the **Processing Option**, *required*
  - Select the **Report Format**

For **Report with Children**, the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

**Figure 32. Processing Options by OTC Endpoints Page**

3. Click an **OTC Endpoint** to initiate the report (refer to Figure 32 above). The report appears in a new window as shown in Figure 33.

**Figure 33. Processing Options by OTC Endpoints Report Output**

Processing Options					
Generated: 07/21/2010 10:29:24AM ET					
Selected Processing Option: All					
Selected Organization Hierarchy: 474 Preclearance					
	Inherit from Parent	Sub-Totals for Checks/Money Orders and Cash	Currency Count and Sub- Totals by Denomination	Coin Count and Sub-Totals by Denomination	Descendants can Modify
Deposit Preparation					
Sub-Totals and Cash Count					
Bermuda Preclearance	No	Y	N	N	No
Freeport Preclearance	No	Y	N	N	No
Nassau Preclearance	No	Y	N	N	No
Aruba Preclearance	No	Y	N	N	No



## View Business Reports: Processing Options by OTC Endpoints

To view processing options by OTC Endpoints report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Processing Options by OTC Endpoints**. The *Processing Options by OTC Endpoint* page appears.
4. Enter the search criteria you would like to view.
  - Enter the **Processing Option**, *required*
  - Select a **Report Format**
5. Select **Yes** or **No** for **Report With Children**.





### Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.



### Application Tip

**TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock  denotes access permission; and a closed lock  denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.



### Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

## Security Reports

This section will provide you with detail of how to view and download **Security Reports**. There are six **Security Reports** you may choose to view. This does not include the **Primary Access Groups without a PLSA**. This report is viewable by a FMS Security user. To print **Security Reports** after downloading, right-click using a mouse and select the **Print** option.

### Access Groups by User

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **Access Groups by User**. See Figure 34 below.

Figure 34. Select Access Groups by User from Reports Menu



2. The *Access Groups by User* page appears (see Figure 35 below for search criteria).  
Enter the **User ID** or **E-mail Address** of the user you would like to view. Or, enter both the **First Name** and **Last Name** of the user you would like to view.

**Figure 35. Access Groups by User Page**

**Access Groups by User**

Enter the User ID or E-Mail Address of the user you would like to view.

User ID:

E-mail Address:

Enter both the First and Last Name of the user you would like to view.

First Name:

Last Name:

Report Format:

Clear Cancel **Submit**

3. Select **Report Format** and Click **Submit** (refer to Figure 35 above). The report appears in a new window as shown in Figure 36.

**Figure 36. Access Groups by User Report Output**

**Access Groups by User**

Generated: 04/21/2010 11:21:01AM ET

---

User ID: otcnft44  
 User Name: otcnet tcnftHLAS1  
 E-Mail: GFC\_FMS\_OTC\_System\_Test\_New\_Channel@bah.com

OTCnet Status: Active

<u>OTCnet Role</u>	<u>Access Group</u>
HLAS	All Federal Agencies
HLAS	All Financial Institutions



## View Security Reports: Access Groups by User

To view a access groups by user report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **Access Groups by User**. The *Access Groups by User* page appears.
4. Enter the **User ID** or **E-mail Address** of the user you would like to view.

OR

Enter both the **First Name** and **Last Name** of the user you would like to view.

5. Select a **Report Format**.



### Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

6. Select **Submit** to initiate the report. The report appears in a new window.



### Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.



## Users by Access Group (FI)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **Users by Access Group (FI)**. See Figure 37 below.

Figure 37. Users by Access Group (FI) from Reports Menu



2. The *Users by Access Group (FI)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 38 below for search criteria.

For **Report with Children**, the **Yes** option generates a report that contains data for the selected FIs as well as all of the lower level FIs. If **No** is selected, the report will only contain data for the selected FI.



**Figure 38. Users by Access Group (FI) Page**

**Users by Access Group (FI)**



Select the Financial Institution for the users you would like to view.

Report With Children:  
☒ Yes ☐ No

Report Format:  
 HTML

 denotes access permission       denotes no access permission

**Financial Institution Hierarchy**

 **ALL - ALL Financial Institutions** 

3. Select **Report Format** and **Financial Institution** for the users you would like to view (refer to Figure 38 above). The report appears in a new window as shown in Figure 39 below.

**Figure 39. Users by Access Group (FI) Report Output**

Users By Access Groups (FI)				
Generated: 04/30/2010 3:19:25PM ET				
<u>OTCnet Role</u>	<u>OTCnet Status</u>	<u>User Name</u>	<u>User ID</u>	<u>E-Mail</u>
Access Group: All Financial Institutions				
RTNs:				
HLAS	Active	Natalia Konovaltchouk	nkono500	nkono500@citi.com
FMS	Active	otcnet dwtestFMSViewOne	odwtes11	odwtes11@citi.com
HLAS	Active	Hlas Lasoanh	hlasoa01	hlasoa01@citi.com



## View Security Reports: Users by Access Group (FI)

To view users by access group (FI) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **Users by Access Group (FI)**. The *Users by Access Group (FI)* page appears.
4. Select **Yes** or **No** for a Report with Children.



### Application Tip

Select the **Yes** option to generate a report that contains data for the selected FIs as well as all of the lower level FIs.  
Select the **No** option to generate a report that contains data only for the selected FI.

5. Select a **Report Format**.





### Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.



### Application Tip

**TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock  denotes access permission; and a closed lock  denotes no access permission.

6. Select the Financial Institution to initiate the report. The report appears in a new window.

**Application Tip**

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

## Users by Access Group (FPA)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **Users by Access Group (FPA)**. See Figure 40 below.

Figure 40. Users by Access Group (FPA) from Reports Menu



2. The *Users by Access Group (FPA)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 41 below for search criteria.

For **Report with Children**, the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 41. Users by Access Group (FPA) Page

 The screenshot shows the 'Users by Access Group (FPA)' page. At the top, the title 'Users by Access Group (FPA)' is highlighted with a red box. Below the title is a text input field with the placeholder text 'Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.' Below this is a section for 'Report With Children:' with radio buttons for 'Yes' (selected) and 'No'. Below that is a 'Report Format:' dropdown menu set to 'HTML'. At the bottom, there are three icons: a green 'TGA' icon labeled 'denotes OTC Endpoint', a yellow padlock icon labeled 'denotes access permission', and a grey padlock icon labeled 'denotes'. Below these icons is the text 'Organization Hierarchy'. At the very bottom, there is a red box containing the text 'Contract All' and 'ALL - All OTC Endpoints'.

3. Select **Report Format** and **OTC Endpoint** to initiate the report (refer to Figure 41 above). The report appears in a new window as shown in Figure 42.

**Figure 42. Users by Access Group (FPA) Report Output**

Users By Access Groups (FPA)				
Generated: 04/30/2010 03:03:34PM ET				
<u>OTCnet Role</u>	<u>OTCnet Status</u>	<u>User Name</u>	<u>User ID</u>	<u>E-Mail</u>
Access Group:	DHS			
Short Name:	DHS			
FPA-LSA	Active	Lsa Sadhsone	lsadhs01	lsadhs01@dhs.gov
FPA-LSA	Active	Lsa Sadhstwo	lsadhs02	lsadhs02@dhs.gov



## View Security Reports: Users by Access Group (FPA)

To view a users by access group (FPA) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **Users by Access Group (FPA)**. The *Users by Access Group (FPA)* page appears.
4. Select **Yes** or **No** for a Report with Children.



### Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

5. Select a **Report Format**.





### Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.



### Application Tip

**TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock  denotes access permission; and a closed lock  denotes no access permission.

6. Select the OTC Endpoint to initiate the report. The report appears in a new window.



### Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved. Click **Clear** to clear all data fields and reset to the default selections.

## User Information

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **User Information**. See Figure 43 below.

Figure 43. Select User Information from Reports Menu

The screenshot shows a web interface with two tabs: 'Deposit Processing' and 'Reports'. The 'Reports' tab is active, and a dropdown menu is open showing 'Deposit Processing Reports'. Below this, the breadcrumb 'Location: Home > Reports > Deposit Processing Reports' is visible. The main heading is 'View Reports' with the instruction 'Please select the report you would like to view.' A dropdown menu for 'Security Reports' is expanded, listing several options: 'Access Groups by User', 'Primary Access Groups without a PLSA', 'Users by Access Group (FI)', 'Users by Access Group (FPA)', 'User Information' (which is highlighted with a red box), 'Users by Role (FI)', and 'Users by Role (FPA)'.

2. The *User Information* page appears (see Figure 44 below for search criteria).

Enter the **User ID** or **E-mail Address** of the user you would like to view or enter both the **First Name** and **Last Name** of the user you would like to view.

Figure 44. User Information Page

The screenshot shows the 'User Information' page. It has a heading 'User Information' and a red box around the instruction 'Enter the User ID or E-Mail Address of the user you would like to view.' Below this are two input fields: 'User ID:' and 'E-mail Address:'. Another red box is around the instruction 'Enter both the First and Last Name of the user you would like to view.' Below this are two input fields: 'First Name:' and 'Last Name:'. At the bottom, there is a 'Report Format:' dropdown menu set to 'HTML'. At the very bottom right, there are three buttons: 'Clear', 'Cancel', and 'Submit' (which is highlighted with a red box).



3. Select **Report Format** and Click **Submit** (refer to Figure 44 above). The report appears in a new window as shown in Figure 45 below.

**Figure 45. User Information Report Output**

User Information	
Generated: 04/20/2010 4:01:23PM ET	
User ID:	otcnft23
User Name:	otcnet tcnftDSL
User Phone Number:	7039024182
E-Mail:	otcnet_ttim23@gmail.com
OTCnet Status:	Active
OTCnet Role:	Access Group
Assigned Organizations:	Treasury Web Application Infrastructure DEPARTMENT OF THE TREASURY
Employer:	Treasury Web Application Infrastructure
Employer Address:	8255 Greensboro DrMcLeanVA22102
Admin ID:	odangt01
Admin Name:	
Admin Phone:	7039024182
Date Created:	
Last Modified By:	odangt01
Last Modified:	03/23/2010 09:09:05
OTCnet Access Granted:	04/20/2010 16:01:24



## View Security Reports: User Information

To view a user information report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **User Information**. The *User Information* page appears.
4. Enter the **User ID** or **E-mail Address** of the user you would like to view

OR

Enter both the **First Name** and **Last Name** of the user you would like to view.

5. Click **Report Format**.



### Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

6. Click **Submit** to initiate the report. The report appears in a new window.



### Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

## Users by Role (FI)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **Users by Role (FI)**. See Figure 46 below.

Figure 46. Users by Role (FI) from Reports Menu



2. The *Users by Role (FI)* page appears. Enter the search criteria you would like to view selecting a user **Role**, **Report Format** and **Yes** or **No** for **Report with Children**. See Figure 47 below for search criteria.

For **Report with Children**, the **Yes** option generates a report that contains data for the selected FIs as well as all of the lower level FIs. If **No** is selected, the report will only contain data for the selected FI.

Figure 47. Users by Role (FI) Page

 The screenshot shows the 'Users by Role (FI)' search page. At the top, there is a heading 'Users by Role (FI)'. Below it, there is a text box that says 'Select the Role and Financial Institution for the users you would like to view. Click here to review your previously generated report.' Below this, there is a note 'Denotes required fields.' The search criteria section includes:
 

- Role:** A dropdown menu with 'Select...' as the current selection.
- Report Format:** A dropdown menu with 'HTML' as the current selection.
- Report With Children:** Two radio buttons, 'Yes' (which is selected) and 'No'.

 Below the search criteria, there are two icons: a green padlock icon labeled 'denotes access permission' and a yellow padlock icon labeled 'denotes no access permission'. At the bottom, there is a section titled 'Financial Institution Hierarchy' with a dropdown menu showing 'ALL - ALL Financial Institutions' highlighted with a red box.

3. Select the Financial Institution to initiate the report (refer to Figure 47 above). The report appears in a new window as shown in Figure 48.

**Figure 48. Users by Role (FI) Report Output**

Users by Role (FI)						
Generated: 07/30/2010 4:39:03 PM ET						
Selected Role: All						
Selected Access Groups: FRB Boston						
<hr/>						
<u>OTCnet Status</u>	<u>User Name</u>	<u>User ID</u>	<u>Email</u>	<u>Phone Number</u>	<u>OTCnet Access Granted</u>	
Role:	Federal Reserve Bank Deposit Confirmer					
Access	FRB Boston					
Group:						
Active	Performance XIV	pxiv0001	noemail@definitelynoemail.net	4878219435	07/30/2010	
Active	Cody Tester XIII	cteste04	definitelynotarealemailaddress@definitelynot.com	1234567890	07/30/2010	



## View Security Reports: Users by Role (FI)

To view users by role (FI) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **User by Role (FI)**. The *Users by Role (FI)* page appears.
4. Select a user **Role**.
5. Select a **Report Format**.
6. Select **Yes** or **No** for a Report with Children.



### Application Tip

Select the **Yes** option to generate a report that contains data for the selected FIs as well as all of the lower level FIs.  
Select the **No** option to generate a report that contains data only for the selected FI.





### Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.



### Application Tip

**TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock  denotes access permission; and a closed lock  denotes no access permission.

7. Select the Financial Institution to initiate the report. The report appears in a new window.



#### Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

## Users by Role (FPA)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **Users by Role (FPA)**. See Figure 49 below.

Figure 49. Users by Role (FPA) from Reports Menu



2. The *Users by Role (FPA)* page appears. Enter the search criteria you would like to view selecting a user **Role**, **Report Format** and **Yes** or **No** for **Report with Children**. See Figure 50 below for search criteria.

For **Report with Children**, the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 50. Users by Role (FPA) Page

 The screenshot shows the 'Users by Role (FPA)' page. At the top, there is a heading 'Users by Role (FPA)'. Below it, a message says 'Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.' followed by a note '\* Denotes required fields.' There are three input fields: 'Role:' with a dropdown menu showing 'Select...', 'Report Format:' with a dropdown menu showing 'HTML', and 'Report With Children:' with radio buttons for 'Yes' (selected) and 'No'. Below these fields, there are three hyperlinks: 'CHK' (denotes check capture Endpoint), 'TGA' (denotes OTC Endpoint), and 'M'. At the bottom, there is a section titled 'Organization Hierarchy' with a link 'Contract All' and a red box around the text '(R) ALL - All OTC Endpoints'.

3. Select the **OTC Endpoint** to initiate the report (refer to Figure 50 above). The report appears in a new window as shown in Figure 51.

**Figure 51. Users by Role (FPA) Report Output**

Users by Role (FPA)						
Generated: 03/02/2009 08:23:45 PM EST						
Selected Role: All						
Selected Access Group: NPS						
<hr/>						
Role:	Federal Program Agency Local Security Administrator					
Access Group:	NPS					
Description:	National Park Service					
OTCnet Status	User Name	User ID	Email	Phone Number	OTCnet Access Granted	
Active	Agency npls	anpls500	anpls500@aol.com	3141234567	03/02/2009	





## View Security Reports: Users by Role (FPA)

To view users by role (FPA) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **User by Role (FPA)**. The *Users by Role (FPA)* page appears.
4. Select a user **Role**.
5. Select **Yes** or **No** for a Report with Children.



### Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

6. Select a **Report Format**.





### Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.



### Application Tip

**TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock  denotes access permission; and a closed lock  denotes no access permission.

7. Select the OTC Endpoint to initiate the report. The report appears in a new window.



#### Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

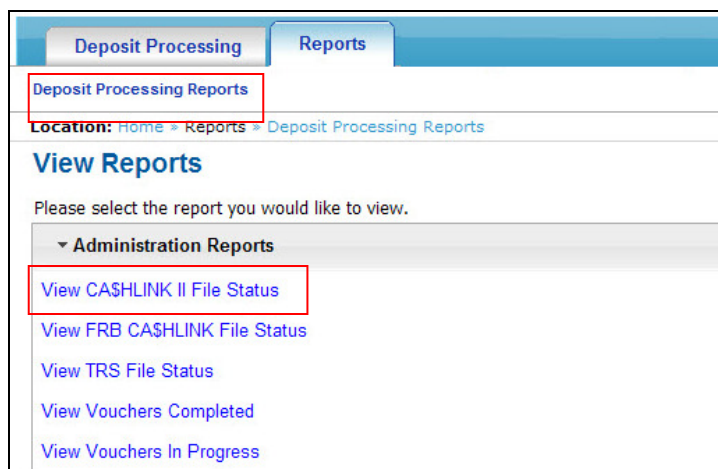
## Administration Reports

This section will provide you with detail of how to view and download **Administration Reports**. There are five **Administration Reports** you may choose to view. To print **Administration Reports** after downloading, right-click using a mouse and select the **Print** option.

### View CA\$HLINK II File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View CA\$HLINK II File Status**. See Figure 52 below.

Figure 52. View CA\$HLINK II File Status from Reports



2. The *View CA\$HLINK II File Status* page appears. See Figure 53 below.

Under the **CA\$HLINK II Files Not Processed** section, click the **Batch Number** of the CA\$HLINK II batch details you would like to view or click the **Batch Number** of the **All CA\$HLINK II Files** batch details or processing errors you would like to view.



#### Application Tip

There are two sections on the *View CA\$HLINK II File Status* page. The **CA\$HLINK II Files Not Processed** section displays report files that have not been successfully processed by CA\$HLINK II. The **All CA\$HLINK II Files** section displays all deposit report files regardless of transmission status or success.

Figure 53. View CA\$HLINK II File Status Page

View CA\$HLINK II File Status

CA\$HLINK II Files Not Processed:

Click on the batch number to view the CA\$HLINK II batch details.

Batch Number	Status	Create Timestamp	Transmit Timestamp	CA\$HLINK II Acknowledgment Timestamp
<a href="#">2006041133852000</a>	Created	04/11/2006 06:20:32 PM ET		
<a href="#">2006041133851000</a>	Created	04/11/2006 06:20:20 PM ET		
<a href="#">2006041133850000</a>	Created	04/11/2006 06:20:13 PM ET		
<a href="#">20060411338549000</a>	Created	04/11/2006 06:20:03 PM ET		

All CA\$HLINK II Files:

Click on the batch number to view the CA\$HLINK II batch details or processing errors.

<< 1-25 >> of 429 Records

Batch Number	Status	Create Timestamp	Transmit Timestamp	CA\$HLINK II Acknowledgment Timestamp
<a href="#">20061127369906000</a>	Failed	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET
<a href="#">20061127369905000</a>	Failed	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET	11/27/2006 10:34:23 AM ET

- The *View CA\$HLINK II Batch Details* page appears or the *View CA\$HLINK II Processing Errors* page appears. Select a **Report Format**. See Figure 54 below.

Figure 54. View CA\$HLINK Batch Details Page

View CA\$HLINK II Batch Details					
Batch Number:	<a href="#">2006041133852000</a>				
Status:	Created				
Total Voucher Count:	6				
Total Net Transfer Amount:	\$ 1,165,329.68				
Report Format:	HTML				
Deposit Report Number	CAN >	Deposit Date >	Trace Number	Voucher Count	Total Credits
<a href="#">1</a>	005711	04/11/2006		2	\$ 55,871.29

- Click the **Batch Number** hyperlink or a **Deposit Report Number** hyperlink (refer to Figure 54 above). The *CA\$HLINK II Voucher Details* report appears in a new window as shown in Figure 55.

The **Batch Number** hyperlink displays the CA\$HLINK II Voucher Details report as well as all deposit vouchers and deposit report vouchers associated with the Batch Number. The **Deposit Report Number** hyperlink displays the CA\$HLINK II Voucher Details report and all deposit report vouchers associated with the Deposit Report Number.

**Figure 55. CA\$HLINK II File Status Report Output**

CA\$HLINK II Voucher Details									
Generated: 07/30/2010 5:00:25 PM ET									
Batch Number: 2009041133652000									
Batch Create Timestamp: 04/11/2008 8:20:32 PM ET									
CA\$HLINK II Acknowledge Timestamp:									
Batch Status: CREATED									
Voucher #	Voucher Type	Voucher Date	Short Name	ALC	DDA	RTN	Amount	Confirmed By	Confirmed Date
Financial Institution Name: Blue Water Federal Credit Union									
Deposit Report: 1									
CAN: 005711									
Deposit Date: 04/11/2008									
Trace #:									
129802	Deposit	04/11/2008	33802	70050338	4569	272483947	\$53,872.09	tmil001	04/11/2008
129909	Deposit	04/11/2008	33802	70050338	4569	272483947	\$1,999.20	tmil001	04/11/2008



## View Administration Reports: CA\$HLINK II File Status

To view a CA\$HLINK II file status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View CA\$HLINK II File Status**. The *View CA\$HLINK II File Status* page appears.
4. Under the **CA\$HLINK II Files(s) Not Processed** section, click the **Batch Number** of the CA\$HLINK II batch details you would like to view.

Or

Click the **Batch Number** of the All CA\$HLINK II File(s) batch details or processing errors you would like to view.



### Application Tip

There are two sections on the *View CA\$HLINK II File Status* page. The **CA\$HLINK II Files Not Processed** section displays report files that have not been successfully processed by CA\$HLINK II. The **All CA\$HLINK II Files** section displays all deposit report files regardless of transmission status or success.

5. The *View CA\$HLINK II Batch Details* page appears. Select a **Report Format**.

Or

The *View CA\$HLINK II Processing Errors* page appears. Select a **Report Format**.



### Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

6. Click the **Batch Number** hyperlink. The *CA\$HLINK II Voucher Details* report appears in a new window.

Or

Click a **Deposit Report Number**. The *CA\$HLINK II Voucher Details* report appears in a new window.



#### Application Tip

Click the **Batch Number** hyperlink to display the CA\$HLINK II Voucher Details report as well as all deposit vouchers and deposit report vouchers associated with the Batch Number. Click a **Deposit Report Number** to display the CA\$HLINK II Voucher Details report and all deposit report vouchers associated with the Deposit Report Number.



#### Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Previous** to return to the previous page.

## View FRB CA\$HLINK File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View FRB CA\$HLINK File Status**. See Figure 56 below.

Figure 56. View FRB CA\$HLINK File Status from Reports

The screenshot shows a web interface with two tabs at the top: 'Deposit Processing' and 'Reports'. The 'Reports' tab is selected. Below the tabs, there is a breadcrumb trail: 'Location: Home » Reports » Deposit Processing Reports'. The main heading is 'View Reports'. Below this, it says 'Please select the report you would like to view.' There is a section titled 'Administration Reports' with a dropdown arrow. Under this section, there are five links: 'View CA\$HLINK II File Status', 'View FRB CA\$HLINK File Status' (highlighted with a red box), 'View TRS File Status', 'View Vouchers Completed', and 'View Vouchers In Progress'.

2. The *View FRB CA\$HLINK Transmissions* page appears. Enter the search criteria and click **Search**. See Figure 57 below.
  - Select a **District Number**, *required*.
  - Select an **Office Number**
  - Enter the **From:** and **To:** Transmission Creation Date
  - Enter the **From:** and **To:** Transmission Sent Date

Figure 57. View FRB CA\$HLINK Transmissions Page

The screenshot shows a web form titled 'View FRB CA\$HLINK Transmissions'. At the top, it says '\* Denotes required fields.' Below this is a section titled 'Search Conditions' with the instruction 'Find a transmission to FRB CA\$HLINK by using any of the following options and clicking search.' There are four main sections for search criteria: 'District Number\*' with a dropdown menu, 'Office Number:' with a dropdown menu, 'Transmission Creation Date:' with 'From:' and 'To:' date pickers, and 'Transmission Sent Date:' with 'From:' and 'To:' date pickers. At the bottom right, there are three buttons: 'Cancel', 'Clear', and 'Search' (highlighted with a red box).



3. The search results table appears in Figure 58. Click a **Transmission ID**.

Figure 58. FRB CA\$HLINK Search Results Page

Search Results					
Following are the results of your search. Select the Transmission ID to see the transmission details.					
« < 1-10 > » of 62 Records					
District # v	Transmission ID >	Created Timestamp	Transmission Timestamp	Acknowledged Timestamp	Net Transfer Amount
01	141	03/09/2006 03:30:00 PM ET	03/09/2006 03:30:01 PM ET	03/09/2006 04:42:03 PM ET	\$ 5,546.40
01	201	03/16/2006 03:30:00 PM ET	03/16/2006 03:30:01 PM ET	03/16/2006 03:32:07 PM ET	\$ 5,443.38

4. The *View FRB CA\$HLINK Transmission Details* page appears. Select a **Report Format**. See Figure 59 below.

Figure 59. View FRB CA\$HLINK Transmission Details Page

View FRB CA\$HLINK Transmission Details		
Select an office number within the transmission to see the details of the transmission.		
District:	01	
Transmission ID:	141	
Report Format:	HTML	
Office #	Voucher Count	Credit Amount
1	1	\$ 5,546.40

5. Click an **Office #** (refer to Figure 59 above). The *FRB CA\$HLINK Daily Activity* report appears in a new window as shown in figure 60.

Figure 60. FRB CA\$HLINK Daily Activity Report Output

FRB CA\$HLINK Daily Activity										
Generated: 07/20/2010 10:20:14 AM EDT										
Voucher Number	Voucher Type	Voucher Date	Deposit Date	Short Name	ALC	CCWU #	Acct Key	Amount	Confirmed By	Confirmed Date
District:		01								
Office:		1								
Transmission ID#:		10001								
Transmission Timestamp:		12/08/2008 12:57:30 PM EST								
Acknowledgement Timestamp:		12/08/2008 12:58:01 PM EST								
Financial Institution:		FRB Boston								



## View Administration Reports: FRB CA\$HLINK File Status

To view a FRB CA\$HLINK file status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View FRB CA\$HLINK Transmissions**. The *View FRB CA\$HLINK Transmissions* page appears.
4. Enter the search criteria and click **Search**.
  - Select a **District Number**, *required*
  - Select an **Office Number**
  - Enter the **From:** and **To:** Transmission Creation Date
  - Enter the **From:** and **To:** Transmission Sent Date
5. The search results table appears. Click a **Transmission ID**.
6. The *View FRB CA\$HLINK Transmission Details* page appears. Select a **Report Format**.



### Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

7. Click an **Office #**. The *FRB CA\$HLINK Daily Activity* report appears in a new window.



### Application Tip

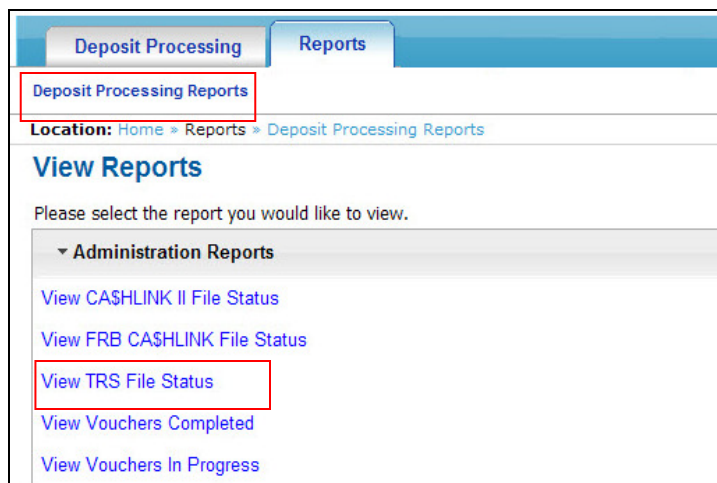
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the OTCnet Home Page.

## View TRS File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View TRS File Status**. See Figure 61 below.

Figure 61. View TRS File Status from Reports



2. The *View TRS File Status* page appears. Select a **Report Format**. See Figure 62 below.

Under the **TRS Transmission(s) Not Processed** section, click a **Transmission ID** of the TRS transmission details you would like to view. Or, under the **All TRS Transmission(s)** section, click a **Transmission ID** of the TRS transmission details or processing errors you would like to view (shown in Figure 62).



### Application Tip

There are two sections on the *View TRS Transmission Status* page. The **TRS Transmission(s) Not Processed** section displays report files that have not been successfully processed by TRS. The **All TRS Transmission(s)** section displays all deposit report files regardless of transmission status or success.

Figure 62. View TRS File Status Page

**View TRS Transmission Status**

Report Format: HTML

TRS Transmission(s) Not Processed:

Click on the Transmission ID to view the TRS transmission details or processing errors. [Refresh](#)

Transmission ID	Status	Create Timestamp	TRS Transmit Timestamp	TRS Acknowledge Timestamp	CASHLINK Type	CASHLINK Acknowledge Timestamp
<a href="#">TGANET2010-07-07T10:54:540001</a>	TRS-CLII-SENT	07/07/2010 10:54:54 AM ET	07/07/2010 10:57:51 AM ET	07/07/2010 11:01:36 AM ET	CLII	
<a href="#">TGANET2010-04-16T10:59:190003</a>	TRS-CLII-SENT	04/16/2010 10:59:19 AM ET	04/16/2010 11:02:37 AM ET	04/16/2010 11:08:13 AM ET	CLII	
<a href="#">TGANET2010-03-12T16:53:430001</a>	TRS-CLII-SENT	03/12/2010 04:53:43 PM ET	03/12/2010 04:56:19 PM ET	03/12/2010 05:00:51 PM ET	CLII	

All TRS Transmission(s):

Click on the Transmission ID to view the TRS transmission details or processing errors.

<< < 1-16 > >> of 16 Records

Transmission ID	Status	Create Timestamp	TRS Transmit Timestamp	TRS Acknowledge Timestamp	CASHLINK Type	CASHLINK Acknowledge Timestamp
<a href="#">TGANET2010-08-03T11:45:040003</a>	TRS-CLII-PROCESSED	08/03/2010 11:45:04 AM ET	08/03/2010 11:47:49 AM ET	08/03/2010 11:57:56 AM ET	CLII	08/03/2010 12:10:46 PM ET

- Click the **Voucher #** hyperlink (Figure 63). The *Deposit or Adjustment Voucher Detail* report appears as shown in Figure 64.

Figure 63. View TRS File Status for FI Results Page

**View TRS File Status for FI**

Generated: 08/20/2010 11:36:26 AM ET  
 Selected Transmission: TGANET2010-07-07T10:54:540001  
 Transmission Creation Timestamp: 07/07/2010 10:54:54 AM ET  
 Transmission Transmit Timestamp: 07/07/2010 10:57:51 AM ET  
 Transmission TRS Acknowledged Timestamp: 07/07/2010 11:01:36 AM ET  
 Transmission TRS/CL II Acknowledged Timestamp:  
 Transmission Status: TRS-CLII-SENT

Status	Voucher Type	Voucher #	Voucher Date	ALC	Deposit Date	Status Date	CAN	CL II Trace #	Voucher Amount
Bank:	1st National Bank of South Florida								
RTN:	067005145								
DDA #:	00578100								
Confirmed	ReturnAdjustment	<a href="#">000105</a>	05/12/2010	14100099	05/12/2010	05/13/2010	002780		\$40.00
Confirmed	DepositAdjustment	<a href="#">000145</a>	05/25/2010	00004601	05/25/2010	05/25/2010	002780		\$10.00

Figure 64. TRS Deposit or Adjustment Voucher Detail Report Output

**Adjustment-Voucher Detail**

Generated: 07/30/2010 5:08:56 PM ET

Voucher #: 000105  
 Adjustment Type: Returned Item  
 Voucher Date: 05/12/2010  
 ALC: 14100099  
 Deposit Date: 05/12/2010  
 C A N: 002780  
 Voucher Amount: \$40.00

Original Deposit Date:  
 Original Deposit #:

Organization Name: National Park Service  
 OTC Endpoint Short Name: 5280PH  
 OTC Endpoint Description: EVER - Everglades National Park  
 Financial Institution: 1st National Bank of South Florida  
 RTN: 067005145  
 DDA: 00578100



## View Administration Reports: TRS File Status

To view a TRS file status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.

Under **Administration Reports**, click **View TRS File Status**. The *View TRS Transmission Status* page appears.

3. Select a **Report Format**.



### Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

4. Under the **TRS Transmission(s) Not Processed** section, click a **Transmission ID** of the TRS transmission details you would like to view.

Or

Under the **All TRS Transmission(s)** section, click a **Transmission ID** of the TRS transmission details or processing errors you would like to view.



### Application Tip

If a **Transmission ID** with FRB CL CASHLINK Type is selected, the *TRS Transmission Status (FRB)* report appears in a new window. If a **Transmission ID** with CLII CASHLINK Type is selected, the *TRS Transmission Status (FI)* report appears in a new window.



### Application Tip

There are two sections on the *View TRS Transmission Status* page. The **TRS Transmission(s) Not Processed** section displays report files that have not been successfully processed by TRS. The **All TRS Transmission(s)** section displays all deposit report files regardless of transmission status or success.

5. Click the **Voucher #** hyperlink. The *Deposit or Adjustment Voucher Detail* report appears.



#### Application Tip

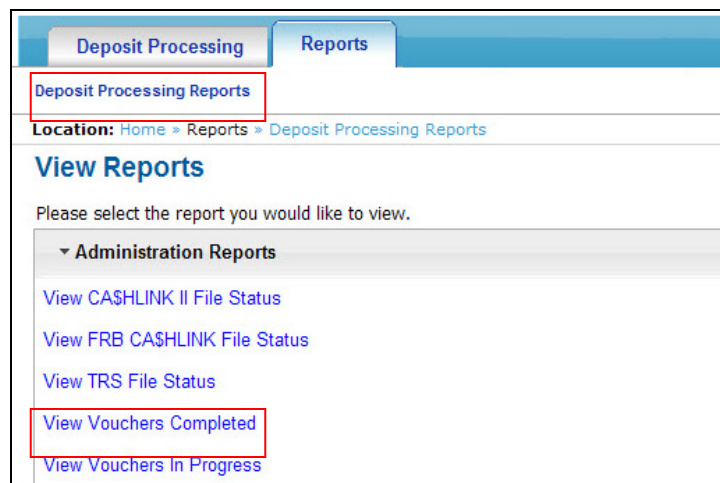
Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

## View Vouchers Completed

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers Completed**. See Figure 65 below.

Figure 65. View Vouchers Completed from Reports



2. The *View Vouchers Completed* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 66).

Figure 66. View Vouchers Completed Page

View Vouchers Completed					
Following are the vouchers that have completed processing in OTCnet in the last 36 hours.					
<< < 1-9 > >> of 9 Records					
Voucher # >	Voucher Status >	Voucher Type >	Financial Institution >	Voucher Complete Timestamp >	CL II Trace # >
500002	CONFIRMED	Deposit	Regions Bank - Baton Rouge	08/03/2010 01:07:44 PM ET	
100383	CONFIRMED	Deposit	Key Bank	08/03/2010 12:13:07 PM ET	Q0000661
000207	CONFIRMED	Adj_Return	Bank of America	08/03/2010 12:01:45 PM ET	Q0000658

3. The *View Voucher Event Log* page appears (see Figure 67 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (Figure 68)

Figure 67. View Voucher Event Log Page

**View Voucher Event Log**

Following is the history of the deposit or adjustment voucher events.

Voucher Information	
Voucher #:	<a href="#">100383</a>
Voucher Date:	08/03/2010
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/03/2010 11:44:00 AM ET
Deposit Date:	08/03/2010
CASHLINK II Trace #:	Q0000661
Financial Institution:	Key Bank

**Voucher Event Log**

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID
<a href="#">VoucherCreated</a>	08/03/2010 10:43:34 AM ET	

Figure 68. Voucher Event Details Report Output

**Voucher Event Details**

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	100383
Voucher Date:	08/03/2010
Voucher Event State:	VoucherAwaitingApproval
Voucher Event State Timestamp:	08/03/2010 10:43:34 AM ET
Voucher Event LoginID:	otcnft44
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/03/2010 11:44:00 AM ET
Deposit Date:	08/03/2010
CASHLINK II Trace #:	Q0000661
Financial Institution:	Key Bank
Voucher Event Comments:	Voucher Awaiting Approval





## View Administration Reports: Vouchers Completed

To view a vouchers completed report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers Completed**. The *View Vouchers Completed* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.



### Application Tip

The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI System to System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears.

Or

Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.



### Application Tip

The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA\$HLINK, and the Transaction Reporting System (TRS) interface.



### Application Tip

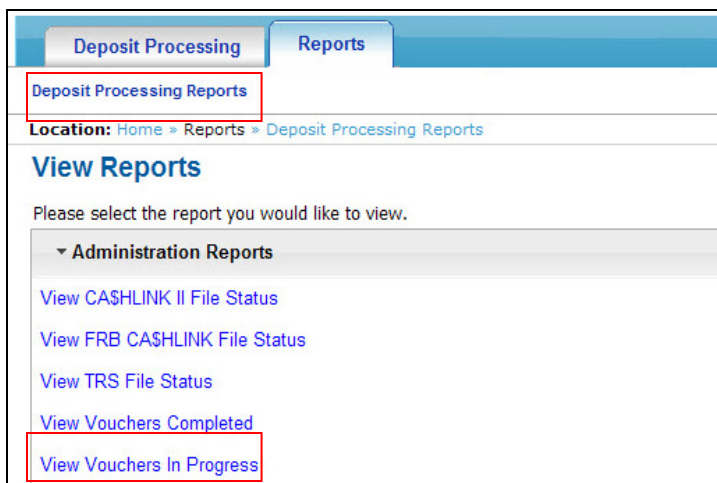
Additional buttons on the pages that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

## View Vouchers in Progress

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers in Progress**. See Figure 69 below.

Figure 69. View Vouchers in Progress from Reports



2. The *View Vouchers in Progress* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 70).

Figure 70. View Vouchers In Progress Page

View Vouchers In Progress				
Following are the vouchers that have not completed processing in TGA.net. <span style="color: red;">Alerts Exist</span>				
Click on the voucher number to view the voucher event log and additional voucher information.				
<< < 1-100 > >> of 472 Records				
Voucher #»	Voucher Status »	Voucher Type »	Financial Institution »	Current Voucher Event State »
<a href="#">100067</a>	CONFIRMED	Deposit	Bank of America	TraceToFISent
<a href="#">100239</a>	CONFIRMED	Deposit	Bank of America	TraceToFISent

3. The *View Voucher Event Log* page appears (see Figure 71 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (Figure 72)

Figure 71. In Progress View Voucher Event Log Page

**View Voucher Event Log**

Following is the history of the deposit or adjustment voucher events.

**Voucher Information**

Voucher #:	999998
Voucher Date:	03/16/2010
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	07/30/2010 04:12:38 PM ET
Deposit Date:	07/30/2010
CASHLINK II Trace #:	
Financial Institution:	FRB Boston

**Voucher Event Log**

Click on the [voucher event state link to view voucher details](#).

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
<a href="#">VoucherCreated</a>	03/16/2010 01:27:54 PM ET		Comment

Figure 72. In Progress Voucher Event Details Report Output

**Voucher Event Details**

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	999998
Voucher Date:	03/16/2010
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	03/16/2010 01:27:54 PM ET
Voucher Event LoginID:	odangt01
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	07/30/2010 04:12:38 PM ET
Deposit Date:	07/30/2010
CASHLINK II Trace #:	
Financial Institution:	FRB Boston
Voucher Event Comments:	Created



## View Administration Reports: Vouchers in Progress

To view a vouchers in progress report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers In Progress**. The *View Vouchers in Progress* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.



### Application Tip

The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI System To System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears.

Or

Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.



### Application Tip

The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CASHLINK, and the Transaction Reporting System (TRS) interface.



### Application Tip

Additional buttons on the pages that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

## Summary

In this chapter, you learned:

- The purpose of viewing reports
- The various types of reports you can access by role
- The types of Business, Security and Administration reports
- The detail each report provides and how to view and download those reports

In the next module, you will learn how to view deposits.

## Notes

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## Glossary

### A

**Access Groups by Users Report** - This report displays the roles and the corresponding access groups of the role for a particular OTCnet user. The role assigns the permissions (functions/features) that a user has access to in OTCnet. The access group governs the OTC Endpoint(s) and the data that a user has permission to access.

**Account Key** - The account number assigned to a deposit when it is submitted to FRB CA\$HLINK.

**Accounting Code** - A unique agency classification code assigned to a transaction. Identifies the FRB Account Key that is used within the Federal Reserve. The FRB Account Key is used by FRB CASHLINK in combination with the RTN to determine the appropriate CA\$HLINK II CAN. The FRB Account Key is similar to the CAN, but is only used for FRB financial activity.

**Accounting Code Description** - A brief explanation that provides further detail about an accounting code.

**Accounting Code Name** - The title of the accounting code.

**Accounting Specialist** - A user who is an expert on the organizational structure, reporting needs and accounting rules for their agency. This role will establish and maintain the organizational foundation, accounting data and accounting relationships at the highest level of the agency in OTCnet.

**Activity Type** - The parameter indicates if a User Defined Field (UDF) is used for capturing custom agency information for a deposit or during classifying the deposit with accounting codes. OTCnet allows for the creation of three UDFs for the deposit activity, and two UDFs for the deposit accounting subtotals activity.

**Adjustment Activity (FI) Report** - A business report that allows you to view adjustments made by your financial institution (FI).

**Adjustment Activity (FRB) Report** - A business report that allows you view adjustments made by your Federal Reserve Bank (FRB).

**Adjustments by OTC Endpoints Report** - A business report that allows you to view adjustments made by Agency Location Code (ALC) and Adjustment Types (Credit, Debit or Return Item Adjustments). An adjustment was created when a deposit ticket has been received by a financial institution and the amount of the deposit does not match the deposit amount reported on the deposit ticket.

**Agency Contact** - A person designated by an agency as the primary contact regarding deposit-related matters.

**Agency Information** - The optional comments or instructions, receipt processing dates, alternate agency contact, and internal control number for your deposit.

**Agency Location Code (ALC)** - A numeric symbol identifying the agency accounting and/or reporting office. **Agency Location Code plus 2 (ALC+2)** - A numeric symbol identifying the agency accounting and/or reporting office.

**Agency Manager** - A user that has authorization to view and download CIRA records and view reports.

**Alternate Agency Contact** – A person designated by an agency as the secondary contact regarding deposit-related matters.

**American Bankers Association (ABA)** - (also known as **Bank Routing Number**) A routing transit number (RTN), routing number, or ABA number is a nine-digit bank code, used in the United States, which appears on the bottom of negotiable instruments such as checks identifying the financial institution on which it was drawn.

**Audit Log** - A table that records all interactions between the user and OTCnet Deposit Reporting, Check Capture, Check Processing, administrative actions and other processes that take place in the application. Some entries also contain before and after values for actions completed. The audit log is available for download to a *comma separated value report (CSV)* and opened in a spreadsheet program or available to print in a formatted audit log report.

**Automated Clearing House** - A computerized network used by member financial institutions to process payment orders in machine readable form. ACH processes both credit and debit transactions between financial institutions in batches. ACH items are settled electronically and do not require an image.

**Awaiting Approval (AWAP)** - A deposit that is waiting for deposit confirmation by a Deposit Approver.

## C

**CA\$HLINK II** - An electronic cash concentration, financial information, and data warehouse system used to manage the collection of U.S. government funds and to provide deposit information to Federal agencies.

**CA\$HLINK II Account Number (CAN)** - The account number assigned to a deposit when it is submitted to CA\$HLINK II.

**Characteristics** - The properties of a user, organization, deposit, or financial institution.

**Confirmed** - A deposit that has been reviewed and then confirmed by a financial institution or FRB.

**Cost Center Work Unit (CCWU)** – A Federal Reserve cost center work unit that processing the FRB deposits and adjustments. It is normally abbreviated as CCWU, and provided only on non-commercial (FRB settled) transactions provided only on non-commercial (FRB settled) transactions. Debits and credits processed by FRB Cleveland will be noted with the CCWU number 9910 on the daily accounting statement agencies receive from the Federal Reserve Bank.

**Custom Label** - Text defined by OTCnet that describes a level in the organization hierarchy, the internal control number, or agency accounting code.



## D

**Data Type** - The type of data that should be entered for a user defined field.

**Date of Deposit** - The date, prior to established cut off times, the user transmits a batch of checks and money orders through check capture, or the date the agency sends the physical negotiable instruments to the financial institution.

**Debit Gateway** - The financial settlement program that is responsible for the presenting and settling of payment transactions acquired through the OTCnet application. The Debit Gateway receives a transaction file from OTCnet and determines the proper path for settlement of each item. Items are either converted to ACH for direct automated clearing house debit, or are included in an image cash letter, which is sent to the Check 21 system for presentment to paying banks. Once the file is processed, the Debit Gateway sends a Response Processing File (RPF) to OTCnet with the status of each of the items.

**Demand Deposit Account (DDA)** - The account at a financial institution where an organization deposits collections.

**Deposit** - A collection of over-the-counter receipts deposited to a Treasury General Account for credit.

**Deposit Activity (FI) Report** - A business report that allows the financial institution to view deposits submitted to its location.

**Deposit Activity (FRB) Report** - A business report that allows you to view deposits submitted to your FRB.

**Deposit Approver** - A user who has authorization to review and submit deposits to a financial institution.

**Deposit Confirmer** - A user at a financial institution that has authorization to verify the accuracy of deposits received from an agency.

**Deposit History by Status Report** - A business report that allows you to view deposits by status.

**Deposit Information** - The attributes that define a deposit: deposit status, voucher number, deposit endpoint, ALC, voucher date, deposit total, check/money order subtotal, currency subtotal, and subtotals by accounting code.

**Deposit Preparer** - A user that has authorization to prepare and save deposits for approval to a Deposit Approver.

**Deposit Total** - The total amount of over-the-counter receipts included in the deposit.

**Deposits by Accounting Code Report** - A business report that allows you to view deposits by accounting code.

**Deposits by OTC Endpoint Report** - A business report that allows you to view deposits by OTC Endpoint.

**Display Order Number** - The order in which user defined fields (UDFs) should be displayed.

**Draft** - A deposit that is saved for modification at a later date by a Deposit Preparer.

## F

**Failed** - The item was unable to be processed and/or settled by Treasury/FMS. These are item that could not be collected such as foreign items or possible duplicate items. These items are not included on your 215 Report.

**Federal Program Agency** - A permanent or semi-permanent organization of government that is responsible for the oversight and administration of specific functions.

**Federal Reserve Bank (FRB)** - A Federal Reserve Bank is one of twelve regulatory bodies throughout the United States that make up the Federal Reserve System. Each Bank is given power over commercial and savings banks in its area and is charged with making sure that those banks comply with any and all rules and regulations.

**Federal Reserve Bank-Cleveland (FRB-C)** - Partners with FMS to manage the OTCnet application. Responsible for check clearing, deployment, training, project management and customer service.

**Federal Reserve System's Automated Clearing House (ACH) System** - Enables debits and credits to be sent electronically between depository financial institutions.

**Financial Institution (FI)** - A bank, designated by the Treasury and a Treasury General Account (TGA) of International Treasury General Account (ITGA), which collects funds to be deposited in the Treasury General Account. These banks also include the Federal Reserve Bank (FRB).

**Financial Institution Information** - The name, address, routing transit number, and the demand deposit account number of a financial institution.

**Financial Management Service (FMS)** - The bureau of the United States Department of Treasury that provides central payment services to federal agencies, operates the federal government's collections and deposit systems, provides government wide accounting and reporting services, and manages the collection of delinquent debt owed to the government.

**Fiscal Year** - A 12-month period for which an organization plans the use of its funds.

**Franking** - The process of stamping a check processed through Check Capture. The stamp indicates that the check was electronically processed.

## H

**Highest Level Organization** - The primary level of the organization hierarchy.

**I**

**IBM Tivoli Identity Manager (ITIM)** - Refers to FMS's Enterprise provisioning tool for user account and identity management.

**Individual Reference Number (IRN)** - The auto-generated unique number used in OTCnet to identify Check Capture transactions. **Input Length Maximum** - The maximum number of characters that may be entered in a user defined field.

**Input Length Minimum** - The minimum number of characters that may be entered in a user defined field.

**L**

**Local Accounting Specialist** - A user who is an expert on the organizational structure, reporting needs and accounting rules for their depositing endpoint and its lower level OTC Endpoints. This role will establish and maintain the organizational structure, accounting code mappings to individual endpoints and the processing options that one or more lower level OTC Endpoints will use in OTCnet.

**Local Security Administrator (LSA)** - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

**Local Verification Database (LVD)** - A database (specific to the endpoint using OTCnet) that is downloaded from OTCnet and stored locally on the agencies network, which replicates the information found in the Master Verification Database (MVD).

**Lower Level Organization** - Any organization created below the highest level organization.

**N**

**Non-Reporting OTC Endpoints Report** - A business report that allows you to view OTC Endpoints that have not reported a deposit.

**O**

**Organization** - The location or level within a Federal Program Agency.

**Organization Hierarchy** - The structure of a Federal Program Agency as defined in OTCnet.

**OTC Collections** - Receipts that contain cash, checks, and/or money orders that are collected over-the-counter by organization endpoints in exchange for goods or services.

**OTC Endpoint** - The endpoint (location) that collects over-the-counter (OTC) receipts and deposits them to the Treasury's General Account.

**OTC Endpoint (TGA)** - The endpoint (location) setup in OTCnet to use Deposit Reporting. **OTC Endpoint Mapping** - The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

**Over the Counter Channel Application (OTCnet)** - Refers to the over the counter application that provide Check Capture and Deposit Reporting to end users.

## P

**Primary Local Security Administrator (PLSA)** - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

**Processing Options** - User-defined parameters for the deposit and adjustment processes.

**Processing Options by OTC Endpoints Report** - A business report that allows you to view processing options defined for endpoints within the organization.

## R

**Rejected** - A deposit that is returned by a financial institution or FRB to the Deposit Preparer to create a new deposit.

**Routing Transit Number (RTN)** - (also known as **American Bankers Association (ABA) Number** or **Bank Routing Number**) - The nine-digit number used to identify a Financial Institution.

## S

**Save as Draft** - An option that allows a Deposit Preparer to save a deposit for modification at a later date.

**Save for Approval** - An option that allows a Deposit Preparer to save a deposit for a Deposit Approver to submit to a financial institution.

**Separation of Duties** - A concept used to ensure there are typically separate personnel with authority to authorize a transaction, process the transaction, and review the transaction.

**Settlement Date** - The date the deposit is credited to the Treasury General Account.

**SF215 Deposit Ticket Report** - The report presented to a financial institution by a U.S. government agency with checks and other payment instruments to make a manual deposit. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is available in OTCnet for 45 calendar days.

**SF5515 Debit Voucher Report** - The report used to debit the Treasury General Account (TGA) to decrease the amount of a deposit made to that account. This report is manually generated for

Deposit Reporting and auto-generated for Check capture. The report is available in OTCnet for 45 calendar days.

**Short Name/Code** - The user-defined text describing an organization. Short Names/Codes must be unique within an organization hierarchy.

**Submit** - An option that allows a Deposit Approver to submit a deposit to a financial institution.

## T

**Trade Status** - Represents the status of the verification records. There are four 4 possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

**Transaction History** - Defines the time range that a Deposit Confirmer will be able to view the historical deposit transactions for his or her financial institutions. For example, if the transaction history is set at 45 days, the Deposit Confirmer will be able to view all the deposits that he or she has confirmed for the past 45 days.

**Transaction Reporting System (TRS)** - A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

**Treasury Account Symbol (TAS)** - The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

## U

**US Dollar Equivalent (USE)** - The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

**US Treasury** - The executive department and the Treasury of the United States federal government.

**User Defined Field (UDF)** - A user-defined text that describes deposit activity or deposit accounting activity.

**User Information Report** - A security report allows that you to view a user's contact information.

**Users by Access Group (FI) Report** - A security report that allows you to view users by financial institution. **Users by Access Group (FPA) Report** - A security report that allows you to view users by OTC Endpoint.

**Users by Role (FI) Report** - A security report that allows you to view users by role for your financial institution. **Users by Role (FPA) Report** - A security report that allows you to view users by role for your OTC Endpoint.

## V

**View CA\$HLINK II File Status Report** - An administration report that allows you to view status of deposit report files that have been processed by CA\$HLINK II or are ready for CA\$HLINK II to process.

**View FRB CA\$HLINK File Status Report** - An administration report allows you to view the status of deposit files that have been sent to FRB CA\$HLINK.

**View TRS File Status Report** - An administration report allows you to view the status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.

**View Vouchers Completed Report** - An administration report allows you to view the status of deposit and adjustment vouchers that have completed processed through the FI System To System Interface in the past 36 hours.

**View Vouchers in Progress Report** - An administration report allows you to view the status of deposit and adjustment vouchers in progress.

**Viewer** - A user who has authorization to view OTCnet information and produce reports from it.

**Voucher Date** - The financial institution business date a deposit will be presented or the calendar date the deposit will be mailed to the financial institution.

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